

~~SECRET~~

~~CONFIDENTIAL~~ 19 February 1953

MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE

1. General -

2. Personnel -

a. The Office of Training has received approval from the Classification and Wage Administration Division to set up the two positions requested for project [redacted].

b. Mr. [redacted] of the Assessment and Evaluation Staff has been detailed to the Training Aids Branch, Support Staff for a period of ninety days. Mr. [redacted], also of this Staff, is now physically working with and for [redacted] Chief, Assessment and Evaluation Staff. The physical transfer of these individuals from building fourteen (14) now makes this space available for use by other Agency components.

c. An additional employee for project [redacted] entered on duty 18 February 1953. 25X1

3. Services and Supply -

a. Air and Maritime Training Branches moved from Room 134, R&S Bldg., to Rooms 200 and 201, [redacted] on 6 February 1953. 25X1

b. In accordance with instructions from D/TR, Rooms 107, 111, and 111A, R&S Bldg., to be turned over to TSS o/a 1 March 1953.

c. Operational equipment and supply requirements for [redacted] for FY-54 and FY-55 were compiled and submitted to the Planning Staff of Procurement and Supply Office on 12 February 1953. 25X1

d. Preliminary steps have been taken by General Services Office and Support Staff, OTR, to air condition the R&S Building. Approximately 35 units have been made available for installation in R&S Building.

25 YEAR RE-REVIEW

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25X1

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4. Budget and Fiscal -

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a. The budget analyst of Comptroller's Office in a meeting with Mr. [] explained the instructions for review of Budget Estimates for FY-53 and FY-54. A deadline date of 19 February 1953 was established for Summary Review.

b. Arrangements have been completed for submission of current vouchers covering use of [] vehicle by OTR.

25X1

25X1

c. Arrangements have been made for auditing the books on project []

25X1

d. Based on Project Review Committee action, revisions are being made to fund requirements for [] for FY53-54.

e. Discussions were held with the Deputy Comptroller concerning use of overtime funds for operation of Recreation Hall []

25X1

[]
Administrative Officer, OTR

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25X1